

# RECORD OF PROCEEDINGS

Minutes of the Riverside City Council Meeting

Held on Thursday, July 20, 2023

Riverside, OH

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:02 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

**PLEDGE OF ALLEGIANCE:** Mayor Williams led the pledge of allegiance.

**ROLL CALL:** Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, absent; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, absent; Mr. Maxfield, present; and Mayor Williams, present.

Staff present was as follows: Josh Rauch, City Manager; Tom Garrett, Finance Director, Brian Taylor, Interim Fire Chief; Kim Baker, Finance Administrator; Nia Holt, Zoning Administrator; and Dalma Grandjean, Law Director.

**EXCUSE ABSENT MEMBERS:** Mr. Joseph moved, seconded by Mr. Maxfield, to excuse Mrs. Franklin and Deputy Mayor Lommatzsch. All were in favor. **Motion carried.**

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** No corrections were made.

**APPROVAL OF AGENDA:** Mr. Joseph moved, seconded by Mr. Maxfield, to approve the agenda. All were in favor. **Motion carried.**

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE:** Mayor Williams led the Pledge of Allegiance. He asked all for a moment of silence for an unfortunate accident this morning at the US-35/Woodman bridge construction site that resulted in a crash fatality.

**PROCLAMATION:** Mayor Williams presented Ms. Ellie Faye Turlington with a proclamation honoring her as a hometown hero. He recognized Ms. Turlington for her work adding a little library to Shellabarger Park and for assisting in saving many plantings of the flower bed at Shellabarger Park after an accident. Ms. Turlington stated she saved the plants because she knew the six of them needed soil; three of them survived. The other three became brown so they composted them. Mayor Williams told her he was grateful for the little library on the walking trail in Shellabarger and is grateful for the work she and her family have done.

**BOARD AND COMMISSION APPOINTMENTS:** Mr. Ron Brohm stated that the most recent project they have completed are the message boards. He thanked Kevin Miller, Kathy Bartlett, Josh Rauch, and the mayor for the message boards. He contacted the head of the Miami Valley Boy Scouts to see if they could assist with putting signs up and a Centerville Boy Scout put up at three parks (one was already up at Brennan Park by another Boy Scout). They now have a professional presentation of assets at the parks and the programs being offered. He added that he has calculated the mileage of all the trails at Community Park and added it all the way up to a marathon and posted this in

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the message board. He stated two things are coming up. First, the 'Any Day 5K Your Way' poster is up for anyone who comes to the park, but the 5K can be done anywhere. It is easy and free. Record the 5K and email it in to list you did it. They partnered with a T-Shirt company so those who do the 5k can get a tee (they will need to pay for that). The other thing he is working on is the 'Citizen Science Junction'. He is going to combine all the tree trekkers program and nature programs into a citizen science junction. He recently received a citizen science certificate from Cornell University, and he wanted it to be professional, but he is establishing partnerships to offer something to residents to utilize the parks and do programs. Schools or anyone who wishes to do this can participate. He states he loves what he does on the parks and recreation commission.

Mr. Denning moved, seconded by Mr. Maxfield, to appoint the following via letters of appointment: Mr. Ron Brohm to the Parks and Recreation Commission, Ms. Francesca Hary to the Personnel Advisory Board, Mr. David Owens to the Planning Commission, Mr. Anthony Rodgers to the Planning Commission, and Mr. Harold Vazquez to the Planning Commission. All were in favor. **Motion carried.**

**MINUTES:** Mr. Denning moved, seconded by Mr. Joseph, to approve the June 8, 2023, council work session minutes and the June 15, 2023, council business meeting minutes. All were in favor. **Motion carried.**

**WRITTEN CITIZEN PETITIONS:** Mayor Williams stated that anyone wishing to speak can find a form in the back to fill out and hand it in to the city manager to be called upon.

## DEPARTMENT UPDATES

**A) Finance Department** – Mr. Garrett stated they have had a typical but successful month. Income tax is coming along well. They are about \$1.0 million ahead of where they forecasted they would be having received nearly \$5.3 million through June. This past Monday, they received another \$700,000 distribution from CCA. They do expect a slight decline as they just got through filing season and will work through returns. Financial statements were filed with the state auditor last week. He stated that curb assessments will be coming to them at the next council meeting for Honeyleaf and Lynnhaven/Meyer. He stated the finance department did advertise for a finance position that Michelle Elliott has accepted and will move from the street department. Mr. Rauch stated that while the income tax numbers are encouraging, they have noticed the last couple of payments have been larger even under the new rate environment. They are going to reach out to CCA to find if they have been collecting more in delinquency or are people or corporations changing frequency from quarterly to monthly. He stated he does not want people to think they are way ahead until they can figure out the story behind the numbers. They will continue to keep an eye on it for the rest of the year to make an informed assumption for next year's budget and what will happen. They will then set a revenue target from there. Mr. Joseph asked if they will recast the \$1.0 million fund



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balance at any point in this year or hold on to it and use it for next year's budget. Mr. Rauch replied that it is important to remember when that money comes in they split it up, by law, 60/40 into public safety/non-public safety, respectively. There is a fund they use that holds the 60 percent. With respect to the additional revenue, assuming they have some at the end of the year, if there are capital items that make sense to prioritize, then they may look at if they have enough resources for squad cars, apparatus, or facility enhancement. The big hesitation is because they are only 20 months into this, they do not want to budget a lot of operating against this revenue. They want to make sure this is a consistent trend. Mr. Joseph asked if they were comfortable with their fund balance and what they keep in reserves. He asked if they do anything with assessing their assets and understanding any capital expenditures or capital assets they have and their conditions. Mr. Rauch stated that is a practice they anticipate developing in more fruitful ways going forward. Part of what they bought in the financial system is an asset management module with the principal purpose being for depreciation purposes. They can use that to help do some asset management scoring. They are working towards doing this in a more robust way. Discussion continued on the process of asset management. Mr. Rauch stated they are working toward a capital improvement plan. This is part of this year's budget process.

**B) Community Development Department** – Ms. Holt stated the BZA has a case they will hear this month. Mid-year report for the source water protection program has been submitted and a meeting on August 3, 2023, will take place to talk with the fund board about what the city has done thus far. She thanked residents for their patience this week as the code enforcement officer has been off and the community development tech has been doing the best he can to fill in that role to respond to complaints.

**C) Administrative Department/City Manager Report** – Mr. Rauch stated the fire chief recruitment application deadline is tomorrow. He is pleased with the applicant pool so far. The Rohrer Park structure damaged by fire earlier this year is scheduled for demolition this month. All the permits have been pulled; they are getting it scheduled with the contractor. When that goes down, that should reduce the attractiveness of nuisance activities. They will then start the process of engaging the neighborhood to figure out what will come next and how it gets plugged into the capital plan. He stated the citizen budget committee will meet next on September 12, 2023, and he is optimistic they will be farther along with the ClearGov implementation. He plans to use that as a tool talking point with the budget committee this year and going forward. He invited anyone interested in serving to contact the city. Finally, the community garage sale will be next week, and he will work with the clerk to publish the list of participating addresses on Monday. Anyone interested in participating should email at [citymanager@riversideoh.gov](mailto:citymanager@riversideoh.gov) or call city offices. This event does not require a garage sale permit, but sales outside of this require a permit.

## UNFINISHED BUSINESS

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## A. ORDINANCE

- I) **Ordinance No. 23-R-831 – An ordinance to repeal and replace Chapters 1331, 1341, and 1343 of the Building Code of the City of Riverside, Ohio. (2<sup>nd</sup> reading, public hearing, adoption)**

Mayor Williams stated that this is the second reading of replacing several chapters of the zoning code.

Mr. Denning moved, seconded by Mr. Maxfield, to approve the second reading by title of Ordinance No. 23-R-831. The city manager read the ordinance by title only.

Mayor Williams opened the public hearing at 6:30 pm. No one came forward to speak. Mayor Williams closed the public hearing at 6:30 pm.

Roll call: Mr. Denning, yes; Mr. Maxfield, yes; Ms. Fry, yes; Mr. Joseph, yes; and Mayor Williams, yes. **Motion carried.**

## NEW BUSINESS

### A. ORDINANCES

- I) **Ordinance No. 23-O-832 – An ordinance adopting the 2023 update of the Comprehensive Plan for the City of Riverside, Ohio, and repealing and replacing the 1996 and 2005 Comprehensive Land Use Plans. (1<sup>st</sup> reading)**

Mr. Rauch stated that he received a couple of minor comments from council that will be incorporated into the document. The substance of the report is not impacted. A finalized version will be update to the website before final adoption.

Mr. Denning moved, seconded by Mr. Maxfield, to approve the first reading by title of Ordinance No. 23-R-832. The city manager read the ordinance by title only.

Roll call: Mr. Denning, yes; Mr. Maxfield, yes; Ms. Fry, yes; Mr. Joseph, yes; and Mayor Williams, yes. **Motion carried.**

- II) **Ordinance No. 23-O-834 – An ordinance amending Chapter 1105 Development Procedures of the City of Riverside, Ohio, Unified Development Ordinance. (1<sup>st</sup> reading)**

Mr. Denning moved, seconded by Mr. Joseph, to approve the first reading by title of Ordinance No. 23-R-834. The city manager read the ordinance by title only.



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Roll call: Mr. Denning, yes; Mr. Joseph, yes; Ms. Fry, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.**

## B. RESOLUTIONS

- I) **Resolution No. 23-R-2856 – A resolution confirming the City Manager’s appointment of Nia J. B. Holt to the position of Community Development Director for the City of Riverside, Ohio.**

Mr. Rauch stated this resolution is to promote Ms. Holt to the position of Community Development Director. In the 20+ months he has been here, he has seen her demonstrate very robust skills and sound decision-making abilities.

Mr. Joseph moved, seconded by Mr. Denning, to approve Resolution No. 23-R-2856.

All were in favor. **Motion carried.**

- II) **Resolution No. 23-R-2857 – A resolution authorizing the city manager to enter into a contract with Security Fence Group, Inc. the lowest and best bidder for the 3-Year 2023 Maintenance Contract.**

Mr. Rauch stated this is for the next three years of guard rail maintenance.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2857.

All were in favor. **Motion carried.**

- III) **Resolution No. 23-R-2858 – A resolution authorizing the city manager to enter into a contract with Aero Mark Company, LLC as the lowest and best bidder for the 2023 Paint Striping Project.**

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2858.

All were in favor. **Motion carried.**

- IV) **Resolution No. 23-R-2859 – A resolution authorizing the city manager to enter into final consent legislation with the Ohio Department of Transportation for the Spinning Road Phase 1 agreement.**

Mr. Rauch stated this is the final customary resolution to adopt in order to accept ODOT’s final estimate before bidding the Spinning Road project. It commits the city to its local share amount of approximately \$133,000.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2859.

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All were in favor. **Motion carried.**


**PUBLIC COMMENT ON NON-AGENDA ITEMS:** Mr. John Ziegler, 4238 Blue Rock, Riverside, Ohio, stated he watched the planning commission on Monday and didn't see all the facts on what would be built where the farmhouse is and wondered what was going on as it looked like the exact same plan that was shown before. He was worried about the water resource areas there and wanted to make sure they would protect that as it is like a head where the creek comes through. He asked if they were going to reduce the number of apartments or possibly move things around to work the way the waterways are underground. He commented that people from the area have told him about a cemetery in there but that he did not know about it and wondered if someone could tell him about that. He wanted to know if that was going to be moved or looked into. He would like to see a final plan and if there would be more greenspace than originally submitted. He told council he appreciated what they did and thanked them.

Mayor Williams stated he was at the planning commission meeting as was the city manager and Ms. Holt. He stated the plan was submitted and is available and can be emailed to him. The number of units proposed on Monday was consistent with the original plan submitted. There is significant water retention/detention water space on the site plan. They have increased a wildlife buffer on one end of the property that was not originally submitted. Ms. Holt stated they are protecting the wetlands that is at the rear of the property. The landscape plan also includes Ohio native plants. She added there was a small reduction of greenspace due to the wetland. They are meeting storm water requirements. The plan met every standard the city has for developments. Discussion was held on the trees and the protected area.

**COUNCIL MEMBER COMMENTS:** Mr. Joseph and Mayor Williams congratulated Ms. Holt on her promotion and hard work. Mayor Williams stated Ms. Holt received her AICP certification at a young age and that is an achievement that is quite impressive. He is proud she is on the city's team. He stated that the accident this morning was very sad. He thanked the public safety personnel on the scene and the level of professionalism they gave. He thanked Chief Robinson and Interim Fire Chief Brian Taylor for their leadership. Mr. Denning stated that National Night Out is August 1, 2023, from 6 – 8 pm, at Stebbins High School. This weekend, the Jaycees is trying to put together a farmers' market at the haunted house. Anyone who has extra things in their garden to sell please come as they have many people who wish to buy and need more vendors. It is no charge to set up.

**ADJOURNMENT:** Mr. Maxfield moved, seconded by Mr. Joseph, to adjourn. All were in favor. **Motion carried.** The meeting adjourned at 6:45 pm.

  
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Pete Williams, Mayor

  
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Clerk of Council